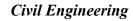
BY ORDER OF THE 375TH AIRLIFT WING COMMANDER

SCOTT AIR FORCE BASE INSTRUCTION 32-2001 13 MAY 2002



FIRE PROTECTION PROGRAM



COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

NOTICE: This publication is available digitally on the AFDPO WWW site at:

http://www.e-publishing.af.mil.

OPR: 375 CES/CEF (Mr. Morgan)

Supersedes SAFBI 32-2001, 9 August 1999.

Certified by: 375 CES/CD (Mr. Morgan)

Distribution: F

Pages: 24

This instruction implements Air Force Instruction (AFI) 32-2001, *The Fire Protection Operations and Fire Prevention Program*; provides a sound Fire Prevention Program by establishing responsibilities, procedures, and practices for effective control/elimination of fire hazards in Air Mobility Command (AMC) and 375th Airlift Wing (AW)-assigned units. Guidance applies to contractors, tenant units, contractor sites, concessionaires, and units assigned to or operating on property under the jurisdiction of Scott AFB as well. Fire prevention personnel will perform annual fire prevention risk surveys in all base facilities and provide education and quality control through fire inspections. A copy of this instruction will be maintained in all functional areas.

SUMMARY OF REVISIONS

This revision incorporates additional information in the Table of Contents; changes office symbols from (CEFT) to (CEFP); adds information on Facility Manager's training (paragraph 5.2.1.); adds responsibilities for fire inspection (paragraph 5.3.); adds guidance for fire extinguisher inspection documentation (paragraph 5.4.1.); adds fire prevention briefings (paragraph 7.1.); adds facility managers' responsibilities (paragraph 5.8.); ensures fat fryer thermostats are calibrated (paragraph 5.10.3.); adds guidance on smoke detectors in military family housing (paragraph 7.2.1.); inspects fire extinguisher operations, placement, and usage (paragraph 7.4.); enforces guidelines on fire alarm systems (paragraph 8.3.4.); prohibits burning of candles in offices/dormitories (paragraph 8.14.); adds guidance concerning smoking material disposal (paragraph 8.15.1.); adds guidance on the Newcomer's Fire Safety Orientation (paragraph 13.2.); adds guidance for annual and refresher training (paragraph 13.2.1.); prohibits burning of candles in offices (paragraph 19.3.4.); changes guidelines on campfires in the family campground (FAMCAMP) (paragraph 19.5.); changes guidance on storage and flammable cabinet requirements (paragraph 22.); adds guidance on fire protection acceptance (paragraph 24.2.); adds guidance on designated smoking areas (paragraph 30.2.1.1.); updates chapter references for NFPA 101 and guidance on dead-end corridors in business occupancies (paragraph 33.); adds a Glossary of References and Supporting Information (Attachment 1). A bar (|) indicates revision from the previous edition.

| Section A | General Information |
|-----------|--|
| 1. | Fire Prevention Program Objectives. |
| 2. | Fire Prevention Program Overview. |
| 3. | Fire Reporting Procedures. |
| Section B | Responsibilities |
| 4. | Commanders (Functional Managers). |
| 5. | Facility Managers |
| 6. | Contractors and Concessionaires |
| 7. | Military Family Housing/Mobile Home Occupants. |
| 8. | Dormitory Managers |
| 9. | Supervisors |
| 10. | Individuals |
| Section C | Fire Safety Services |
| 11. | Assistance in Training. |
| 12. | Fire Prevention Services |
| Section D | Fire Safety Training Requirements |
| 13. | All Personnel. |
| 14. | Flight-Line Personnel. |
| 15. | Facility Managers |
| 16. | Public Assembly Employees. |
| Section E | Vehicle Control |
| 17. | Vehicle Parking. |
| 18. | Fire Vehicle Priority. |
| Section F | Open Burning, Welding, and Fireworks |
| 19. | Open Fires and Burning |
| 20. | Welding, Cutting, and Brazing. |
| 21. | Fireworks. |
| Section G | Storage |
| 22. | General Storage Requirements: |
| Section H | Fire Protection Engineering |

| 23. | New Construction, Renovation, Upgrade, and Other Improvement (Minor or Major). | 14 |
|-----------|--|----|
| 24. | New Construction. | 15 |
| 25. | Base Facilities Board and Working Groups. | 15 |
| Section I | Special Fire Protection Requirements | 15 |
| 26. | Storage of Smokeless Powder and Ammunition Primers. | 15 |
| 27. | Christmas, Seasonal Activities, and Organizational Functions. | 15 |
| 28. | Space Heaters and Small Appliances: | 16 |
| 29. | Hazardous Materials and Special Processes. | 16 |
| Section J | General Fire Protection Requirements | 17 |
| 30. | Smoking Materials and Control of Smoking: | 17 |
| 31. | Operation and Storage of Fueled Equipment. | 17 |
| 32. | Compatibility of Security and Life Safety. | 18 |
| 33. | Exits. | 18 |
| 34. | Fire Extinguishers. | 19 |
| 35. | Electrical Requirements. | 20 |
| 36. | Public Assembly Facilities. | 21 |
| 37. | IMTs/Forms Adopted. | 22 |
| Attachman | At 1 CLOSSADV OF DEFEDENCES AND SUPPORTING INFORMATION | 23 |

Section A—General Information

- **1. Fire Prevention Program Objectives.** To prevent the loss of life and save real property resources with little or no interruption to the 375 AW's mission. Commanders, functional managers, supervisors, and military/civilian personnel must take adequate measures to prevent fires.
- **2. Fire Prevention Program Overview.** In order for this program to be effective, basic requirements must be followed:
 - 2.1. Sound fire prevention requires a well-planned/executed program.
 - 2.2. Commanders are responsible for establishing and enforcing this program.
 - 2.3. Facility managers must manage the Fire Prevention Program for their facilities, to include mixed occupancies, in accordance with (IAW) the guidelines established in this instruction.
 - 2.4. All military and civilian personnel will execute this program.
- **3. Fire Reporting Procedures.** In addition to installed fire alarm systems, use a telephone to report fires or emergencies: Call 9-1-1, Security Forces; 9-1-1, Dispatch Center. Immediate reporting of a fire immediately is mandatory, regardless of size, or if the fire has been extinguished; false reporting of a fire or emergency is prohibited.
 - 3.1. Call 9-1-1 from a Scott AFB administrative phone.
 - 3.2. Call 9-1-1 from Scott AFB Housing or a commercial line.
 - 3.3. The following actions should be enforced when a fire occurs:
 - 3.3.1. Activate the building fire alarm by pulling the manual fire alarm pull station. If the facility is not equipped with a fire alarm system, yell, "FIRE, FIRE, FIRE" to alert the occupants in the area, or send a runner.
 - 3.3.2. Call the Base Fire Department at 9-1-1 and furnish the building number, location, type of fire, and your name/telephone number.
 - 3.3.3. Attempt to extinguish the fire with a portable fire extinguisher without endangering yourself.
 - 3.3.4. Account for all personnel after evacuating the building. Direct or provide any pertinent information to arriving firefighters.

Section B—Responsibilities

- **4.** Commanders (Functional Managers). Squadron and unit commanders are responsible for the overall Fire Prevention Program. He/she must:
 - 4.1. Ensure all personnel receive fire prevention orientation within 30 days of arrival on Scott AFB.
 - 4.2. Brief personnel quarterly at commander's calls on safe fire prevention practices.
 - 4.3. Brief supervisors on fire prevention responsibilities.
 - 4.4. Ensure the facility manager receives training and establishes/maintains a sound Fire Prevention Program.

- **5. Facility Managers** are responsible to their commanders for the safe condition of each facility under their control. Responsibilities include the following:
 - 5.1. Maintain a facility fire safety folder that contains the following information:
 - 5.1.1. Floor plan with location of all fire extinguishers, exit lights, emergency lights, exits, and smoke/fire barriers. (This floor plan is extremely helpful for reference during inspections, self-help projects, and fire evacuation or prefire planning.)
 - 5.1.2. List of fire extinguishers and locations. Documentation of fire safety inspections (e.g., fire extinguishers, emergency lights, exit lights, thermostat calibrations, etc.).
 - 5.1.3. A copy of all issued AF Forms 1487, Fire Prevention Visit Report.
 - 5.1.4. A copy of all open AF Forms 332, Base Civil Engineer Work Request.
 - 5.1.5. A copy of SAFBI 32-2001, Fire Prevention Program.
 - 5.1.6. Other fire prevention correspondence.
 - 5.2. Attend the Facility Manager's Training Class hosted by 375th Civil Engineer Squadron (CES); confirm facility manager's information is current/on file.
 - 5.3. Accompany the fire inspector during scheduled, unscheduled, or no-notice visits. In the absence of the facility manager, a knowledgeable representative must accompany the inspector; take prompt, corrective action on all noted fire hazards and deficiencies as follows:
 - 5.3.1. During a noted fire hazard, a fire inspector will issue an AF Form 1487 to the facility manager.
 - 5.3.2. The facility manager is responsible for completing the back portion of AF Form 1487, Copy 1, stating corrective action. Copy 1 is signed by the functional manager (i.e., squadron commander) and returned to the base Fire Prevention Section (375 CES/CEFP) on or before suspense date. Copy 2 is maintained by the facility manager and filed in the fire prevention folder.
 - 5.3.2.1. Corrective action for a fire safety deficiency may be an on-the-spot correction, in-house correction, or AF Form 332-initiated correction.
 - 5.3.2.2. If a serious (Risk Assessment Code 1, 2, or 3) fire hazard is not corrected within 30 days of discovery, the facility manager must initiate AF Form 3, **Hazard Abatement Plan**, IAW AFI 91-301, *Air Force Occupational and Environmental Safety, Fire Protection, and Health (AFOSH) Standards*.
 - 5.3.2.3. Review AFI 91-301 for the Base Master Hazard Abatement Program and the facility manager's responsibilities.
 - 5.4. Conduct monthly inspections of assigned facilities by inspecting extinguishers, installed fire protection systems, emergency/exit lighting, and other related items to ensure proper condition and operation. Notify 375 CES/CEFP at 256-3378/5130 immediately if discrepancies are identified. Facility managers will ensure all damage or breaks in the walls are promptly repaired to maintain the integrity of smoke and fire barriers.
 - 5.4.1. Document monthly fire extinguisher inspections in the facility's fire safety folder and on each fire extinguisher's inspection tag. (NFPA 10).

- 5.4.2. Perform 30-second testing of emergency lighting systems each month; document results in the facility's fire safety folder. (NFPA 101).
- 5.5. Ensure all personnel are familiar with fire reporting procedures and location/operation of fire extinguishers, alarms, and fire suppression systems.
 - 5.5.1. Supervisors should use the briefing outlined in paragraph 9. of this instruction to train their employees on fire safety/reporting procedures; training may be tailored to the work environment.
 - 5.5.2. Supervisors will document training on AF Form 55, **Employee Safety and Health Record**, IAW AFI 91-301 or other applicable training products.
- 5.6. Ensure emergency reporting numbers (obtained from 375 CES/CEFP, 256-3378) are affixed to all telephones.
- 5.7. Ensure safe smoking practices are enforced and limited to designated smoking areas.
- 5.8. Ensure facility is in a fire-safe condition at the close of each business day, which includes removal of trash and emptying butt cans. This responsibility should not be delegated to janitorial personnel.
- 5.9. Request 375 CES/CEFP inspect the facility prior to any major special events, especially when temporary combustible decorations or alterations are planned.
- 5.10. If commercial cooking equipment is installed in the facility, ensure compliance with the following:
 - 5.10.1. All installed grease filters are in place and exhaust fans are operational when cooking.
 - 5.10.2. Exposed area of each hood and filter is cleaned daily; annotate cleaning on a Range, Hood, and Duct Cleaning Record.
 - 5.10.3. Ensure deep fat fryers are equipped with a primary thermostat of 400 degrees and a secondary thermostat that does not exceed 475 degrees. The using organization must ensure thermostats are calibrated at least annually IAW AFOSHSTD 91-300, *Food Service Operations*. File necessary documentation in the facility's fire prevention folder; provide a copy to the Base Fire Department to record and verify the test. An easily accessible tag showing the last test date will be attached to the deep fat fryer.
- 5.11. Ensure the outside area of each facility is maintained in a fire-safe condition to include the following:
 - 5.11.1. Ensure areas near fire hydrants remain clear/unobstructed for access by fire-fighting/snow removal vehicles.
 - 5.11.2. Fire lanes will remain clear at all times; report violations to the 375th Security Forces Squadron (SFS), 256-2223.
 - 5.11.3. Excess foliage is removed from the facility to preclude rapid exterior fire spread.
- **6. Contractors and Concessionaires** must receive a fire safety briefing prior to beginning work on Scott AFB. The briefing will be conducted at the preconstruction or pre-performance conference. The Base Contracting Office will notify the contractor in advance of briefing dates/times. Contractors and concessionaires will ensure their employees comply with this instruction and appoint supervisors who will be responsible for fire prevention. Supervisors must ensure their personnel comply with the following:

- 6.1. Trash is removed daily.
- 6.2. Ensure flammable liquids are stored in approved storage cabinets.
- 6.3. Ensure use of designated smoking areas.
- 6.4. Approved electrical equipment is used IAW contract specifications.
- 6.5. Obtain a permit from the Base Fire Department before starting any welding, cutting, brazing, or soldering operations.
- 6.6. Be knowledgeable of the location/operation of all first-aid and fire-fighting equipment.
- 6.7. Be knowledgeable of the operation of any installed manual fire reporting equipment.
- 6.8. If it cannot be avoided, notify the Base Fire Department prior to blocking any street, fire lane, or fire hydrant.
- 7. Military Family Housing/Mobile Home Occupants. Sponsors are responsible for the fire safety of any government property entrusted to them. They must ensure the property is not subjected to risk of fire through carelessness or neglect. Occupants must adhere to the following:
 - 7.1. Receive a military family housing fire prevention briefing at the time quarters are assigned.
 - 7.2. Test the installed smoke detector at least monthly to ensure proper operation. If the detector fails to operate, contact the Housing Maintenance Contractor, 256-2201, for immediate repair or replacement. Vacuum detectors monthly to remove dust/lint and minimize false alarms.
 - 7.2.1. Smoke detectors are equipped with a battery back-up in case of power failure. Some housing units are equipped with long-lasting batteries that last up to 3 years. Other housing units are equipped with normal batteries that must be changed twice a year. The Fire Protection Section recommends changing the battery when the clock gets turned back during daylight savings time. Call the Housing Office for clarification on the type of smoke detector your home is equipped.
 - 7.3. Discuss the purpose/sound capability of a smoke detector with family members; conduct monthly fire drills that include the following:
 - 7.3.1. Two ways out of your home.
 - 7.3.2. If smoke is present, stay low to the floor during evacuation.
 - 7.3.3. Designate a meeting place within a safe distance from the home and where everyone can be safely accounted.
 - 7.4. Each housing unit is equipped with a 2.5 pound disposable ABC Dry Chemical extinguisher.
 - 7.4.1. Inspect extinguisher monthly. If you need to reserve an extinguisher, call the housing office to set up an appointment to pick up a new extinguisher.
 - 7.4.2. Fire extinguishers are provided for your convenience; do not move or tamper with them. Housing Maintenance will position and maintain the extinguishers.
 - 7.4.3. Use the following steps to operate a fire extinguisher: Pull the pin; aim the nozzle at the base of the fire; squeeze handle; and sweep the nozzle side to side.
 - 7.5. Remain in the immediate area of the stove while cooking; unattended cooking is prohibited.

- 7.5.1. Keep a lid handy on top of the stove when cooking; it can be used to smother a pan fire if one should occur.
- 7.5.2. Never attempt to carry a pan that's on fire or full of hot grease/oil.
- 7.5.3. Keep combustible materials away from the stove at all times.
- 7.6. Use of open-element hot plates is prohibited in on-base facilities.
- 7.7. Coffeepots must be placed on safe, noncombustible surfaces.
- 7.8. Please teach children the dangers of playing with lighters and matches. Children playing with these items are often the cause of fires in the home. Keep these and other related items out of children's reach.
- 7.9. Ensure babysitters know the procedures for reporting a fire and are completely familiar with the fire evacuation plan/fire reporting procedures that you have established for your home.
- 7.10. Flammable liquids must be stored in an approved storage container and cannot exceed two gallons. Secure flammable items in the carport or storage shed, out of the reach of children.
- 7.11. Ensure the emergency reporting number decal is posted on/near each telephone.
- 7.12. Sleeping in areas with limited escape exits (e.g., attics or basements) is prohibited.
- 7.13. Do not splice extension cords; replace the entire cord. Do not use extension cords or surge protector in series (e.g., plug a surge protector into an extension cord).
- 7.14. All appliances and extension cords must be Underwriters Laboratories (UL)- or Factory Mutual (FM)-Corporation listed.
 - 7.14.1. Do not place extension/appliance cords under carpets, rugs, or through walls.
 - 7.14.2. Do not staple or drape extension/appliance cords over nails or water pipes.
- 7.15. Multiple plugs that are not fused or breakered are prohibited.
- 7.16. Smoking in bed is prohibited. Ignited smoking material must never be left unattended. Dispose of all smoking material properly by saturating with water prior to dumping in the trash.
- 7.17. Internal combustion engine equipment may not be stored inside on-base quarters.
- 7.18. Open burning is prohibited except in barbecue grills.
 - 7.18.1. Operating barbecue grills inside of the garage is prohibited.
 - 7.18.2. Store charcoal in a dry place and prevent it from getting moist or wet (wet charcoal can heat and spontaneously ignite).
 - 7.18.3. Take extreme care when disposing of hot coals and ashes. Ensure coals are completely soaked with water, stirred, and cooled prior to disposal.
 - 7.18.4. Never leave burning candles unattended (candles should be placed on a noncombustible surface/holder).
- **8. Dormitory Managers** must ensure that dormitories are safe from fire at all times by taking prompt action to correct fire hazards. Fire safety requirements for dormitory managers are as follows:

- 8.1. All exits, exit accesses, and exit discharges must remain clear and unobstructed at all times. All fire doors must remain closed at all times unless attached to the alarm system magnets.
 - 8.1.1. Where installed, exit lights must burn continuously, and signs must not be obstructed.
 - 8.1.2. Storage of combustible materials under stairways is prohibited.
 - 8.1.3. Where installed, emergency lighting must be operational at all times, tested monthly, and annotated in the fire facility folder.
- 8.2. Fire extinguishers in dormitories will not be relocated or removed (except for an actual fire situation) without permission of the Base Fire Department, Fire Prevention Section.
 - 8.2.1. Except for use during an actual fire, discharging of an extinguisher is prohibited.
 - 8.2.2. Take fire extinguishers requiring service to the Base Fire Department for repair or replacement immediately.
- 8.3. Smoke Detector Policy:
 - 8.3.1. The 375 CES will test dormitory room smoke detectors. Occupants must vacuum them monthly to remove dust/lint to minimize false activation.
 - 8.3.2. Smoke detectors MUST be operational. If a faulty detector keeps activating for no apparent reason, place an emergency service call to the 375 CES Service Call Desk, 256-2202.
 - 8.3.3. Room occupants will not reset detectors. Notify the Base Fire Department for assistance to activate.
 - 8.3.4. Tampering with fire detection and alarm systems is against the law. Occupants are prohibited from removing or disabling smoke detectors and fire alarm bells.
- 8.4. Boxes and other material may be stored in the occupant's room, provided they do not block the doorway.
- 8.5. Utility/boiler rooms are off-limits to unauthorized personnel and will not be used as storage facilities.
- 8.6. Storage rooms must be kept in a neat and orderly manner.
- 8.7. Barbecue grills may not be operated near fire escapes or within 15 feet of the facility.
- 8.8. Flammable and combustible liquids must be stored in accordance with AFOSHSTD 91-43, *Flammable and Combustible Liquids*. Liquids must be kept in approved containers not exceeding two gallons and secured in an outside storage facility at least 50 feet from the dormitory.
- 8.9. Equipment with internal combustion engines will not be stored inside the facility.
- 8.10. Outside areas must be kept in a fire-safe condition, to include the following:
 - 8.10.1. Fire hydrants must be kept clear and unobstructed for access by fire fighting vehicles.
 - 8.10.2. Fire lanes must be kept clear at all times.
- 8.11. Cooking in dormitories is only authorized in designated areas. Using applicable AFIs, the fire inspector assigned to the facility will determine designated areas. Never leave the kitchen when cooking--unattended cooking is prohibited.
- 8.12. All electrical and electronic equipment must be UL or FM Corporation-listed.

- 8.12.1. Electrical cords may not be spliced or taped. Do not use extension cords or surge protectors in a series (e.g., plug surge protector into an extension cord).
- 8.12.2. The use of any multiple-type outlet that is not fused or breakered is prohibited.
- 8.13. Trash and other refuse must be removed from the facility daily.
- 8.14. Use of candles and oil lamps is prohibited in the dormitories (wicks are not burned; lamps contain no oil).
- 8.15. Provide a safety can for disposal of smoking material. The can must be painted brown and marked "BUTTS ONLY" in black lettering; cans must be emptied daily; and paper and trash in butt cans are prohibited.
- **9. Supervisors** must ensure all new employees (military/civilian) receive training relative to their area of responsibility. Document required training on AF Form 55, **Employee Safety and Health Record**, or automated system IAW AFI 91-301. As a minimum, the fire protection portion of this training will include:
 - 9.1. Fire reporting procedures.
 - 9.2. Fire exit locations.
 - 9.3. Fire evacuation procedures.
 - 9.4. Special fire prevention requirements outlined in this instruction.
 - 9.5. Use and location of fire extinguishers and other first-aid fire-fighting equipment.
 - 9.6. How to activate the fire alarm, if installed.
- **10. Individuals** living or working on Scott AFB are responsible for safeguarding the property under their care. They are responsible for conducting operations in a manner that creates the least risk or injury to themselves/other individuals in their area. All individuals must receive an initial work place fire safety orientation from their supervisors, to include specific hazards for their area and how to report fire and safety hazards if they exist. They should contact their supervisors when they have questions about fire/safety issues.

Section C—Fire Safety Services

- 11. Assistance in Training. Base Fire Department personnel will assist commanders, facility managers, and supervisors in all areas of fire prevention. Forward all requests via letter to 375 CES/CEFP stating the service required, with a primary and alternate date and time. Ensure the letter contains the facility number, organization, place for the training, number of personnel attending, and point of contact.
- **12. Fire Prevention Services** include, but are not limited to the following:
 - 12.1. Fire Extinguisher Training.
 - 12.2. Guidance to correct fire hazards and deficiencies.
 - 12.3. Fire safety educational briefings and lectures.
 - 12.4. Fire safety training for specific operations, equipment, or procedures.

12.5. Special and courtesy fire prevention inspections.

Section D—Fire Safety Training Requirements

- 13. All Personnel. Military/civilian new to Scott AFB must receive the following:
 - 13.1. An initial work place safety briefing within 7 days of reporting to work.
 - 13.2. A Newcomers' Fire Safety Orientation within 30 days of arrival on Scott AFB, to include training on use of Class A, B, and C-type fire extinguishers. The supervisor or unit-training manager will schedule this training.
 - 13.2.1. Annual fire extinguisher refresher training must be conducted and annotated on AF Form 55.
- **14. Flight-Line Personnel.** Personnel (military/civilian) primarily assigned to work on the flight line must receive training on the use of Class A-B-C, 150-pound Halon Fire Extinguisher within 7 days of reporting to work and annually thereafter.
- **15. Facility Managers** must attend a Facility Manager's Orientation (scheduled by 375 CES) within 90 days of appointment.
- **16. Public Assembly Employees.** Employees of recreational and public assembly facilities must receive the following training:
 - 16.1. Initial work place safety briefing within 7 days of reporting to work.
 - 16.2. Quarterly fire evacuation drills. This action must be documented by the facility manager and coordinated with the Base Fire Department.
 - 16.3. Annual fire extinguisher training. The training must be documented on AF Form 55 or other suitable means.

Section E—Vehicle Control

17. Vehicle Parking.

- 17.1. Vehicles will not be parked:
 - 17.1.1. Within 15 feet of a fire hydrant IAW Illinois Vehicle Code and SAFBI 31-205, *Motor Vehicle Traffic Supervision*.
 - 17.1.2. Within 10 feet of a noncombustible building (ensures firefighters have reliable access to all parts the facility).
 - 17.1.3. Within 20 feet of a combustible building.
 - 17.1.4. Within 20 feet of any exit discharge.
 - 17.1.5. In designated fire lanes.
 - 17.1.6. In any way that would block a Base Fire Department connection. A 20-foot clearance is required in all directions for servicing fire protection systems.

- 17.2. Unless directed, vehicles will not drive over fire hoses.
- 17.3. Parking lots will have drive-through lanes at least 25 feet wide to allow access for fire fighting equipment.
- 17.4. Nonemergency vehicles will not follow closer than 300 feet of responding fire vehicles.

18. Fire Vehicle Priority.

- 18.1. When approaching a fire-fighting vehicle and emergency lights are operating, all vehicles will pull to the right of the roadway and stop; check for follow-on emergency vehicles before proceeding.
- 18.2. Fire-fighting vehicle drivers are responsible for maintaining control of their vehicles at all times to ensure the safety of the crewmembers and other personnel. If necessary, be prepared to stop to avoid an accident. Safety is our number one concern.

Section F—Open Burning, Welding, and Fireworks

- 19. Open Fires and Burning are prohibited without approval from 375 CES/CEFP, except as follows:
 - 19.1. Barbecue grills will be located at least 15 feet from buildings and overhangs.
 - 19.2. Fires in incinerators.
 - 19.3. The uses of open flame lamps, including candles, are a high concern. Every precaution should be exercised to handle them appropriately:
 - 19.3.1. A safe noncombustible votive, candleholder, or enclosed chimney is a must.
 - 19.3.2. Keep open flames away from curtains, draperies, or other combustibles.
 - 19.3.3. **NEVER** leave an open flame unattended.
 - 19.3.4. Burning candles is prohibited in offices.
 - 19.4. Open flames in portable devices for keeping food warm in eating establishments, food services facilities, base housing, or places of worship are permitted.
 - 19.5. Campfires at the Scott AFB Family Campground (FAMCAMP) are prohibited without approval from 375 CES/CEFP.
- **20.** Welding, Cutting, and Brazing. These operations are conducted IAW procedures outlined in AFOSHSTD 91-5, *Welding, Cutting, and Brazing*, and AFI 91-301. Personnel conducting or supervising these procedures must be knowledgeable of requirements. If these operations must be conducted outside approved locations, a qualified fire inspector must conduct an on-site inspection, and AF Form 592, USAF Welding, Cutting, and Brazing Permit, must be issued. Contact 375 CES/CEFP, 256-3378.
- **21. Fireworks.** The use of flares, firecrackers, blank cartridges, pistols, toy cannons, sky rockets, Roman candles, bombs, explosive/flammable compounds, tablets, or any other device commonly used and sold as fireworks is prohibited. The use of these devices must be coordinated through the Base Fire Chief and approved by 375 SPTG/CC.

Section G—Storage

22. General Storage Requirements:

- 22.1. Boiler rooms, electrical vaults, and air conditioning/equipment/machinery rooms will not be used for storage.
- 22.2. Excess storage is prohibited in exits, exit accesses, exit discharges, or in the aisleway of a fire extinguishers. A minimum clearance of 44 inches is required for all aisleways in storage facilities.
- 22.3. Good housekeeping is of the utmost importance. Storage areas and rooms will be neat and organized at all times; areas will be arranged for complete access.
- 22.4. Oily rags and waste will be kept in covered metal containers that must be monitored and emptied regularly.
- 22.5. Material will not be stored under or against buildings.
- 22.6. Materials will not be stacked closer than 12 inches to the ceiling and 18 inches from the fire sprinkler heads. (NFPA 13)
- 22.7. Bulk storage of steel wool will be at a minimum and loose portions will be stored in metal containers. *NOTE*: Steel wool is combustible.
- 22.8. Gasoline, jet fuel, and any other flammable liquids can only be stored in approved-type containers in flammable storage facilities or cabinets. Storage of flammable liquids must meet the requirements of AFOSHSTD 91-43, *Flammable and Combustible Liquids*.
 - 22.8.1. No more than 120 gallons of Class I, Class II, and Class IIIA liquids will be stored in a storage cabinet. (NFPA 30)
 - 22.8.2. No more than three storage cabinets will be located in a single fire area. (NFPA 30)
 - 22.8.2.1. In industrial occupancy, additional storage cabinets will be in the same fire area. Minimum separation of 100 feet must be maintained between each group.
 - 22.8.3. Storage cabinets will be marked "Flammable—Keep Fire Away."
- 22.9. Combustible storage under stairways or in protected stairwells is prohibited.
- 22.10. Dumpster and trash pick-up areas will be at least 10 feet away from any structure.
- 22.11. Material will not be stored within 3 feet of fire-fighting equipment, sprinkler control valves and heads, fuse boxes, alarm boxes, fire department sprinkler/standpipe connections, risers, drains, and power switches.
- 22.12. Open storage of flammable or combustible material within 25 feet of any building is prohibited.
- 22.13. To allow access for fire-fighting equipment, fire lanes in open storage areas will be kept free of obstructions.
- 22.14. Vehicles authorized to operate in warehouses and storage areas must be equipped with a spark arrestor. When not in use, these vehicles will remain parked in areas designated by the fire inspector.
- 22.15. Combustible trash and refuse will be removed from storage areas immediately.

22.16. Packing materials will be kept in proper storage containers or areas.

Section H—Fire Protection Engineering

- **23.** New Construction, Renovation, Upgrade, and Other Improvement (Minor or Major). All new construction, renovation, upgrades, rehabilitation, and other improvements will comply with the requirements of Military Handbook (MIL-HDBK) 1008C, *Air Force Design Manual- Criteria and Standards for Air Force Construction*, applicable NFPA standards, and the Uniform Building Code.
 - 23.1. Commanders and supervisors will advise 375 CES/CEFP personnel of changing conditions within their buildings, structures, or areas that may require the redistribution of fire extinguishers.
 - 23.2. In accordance with AFI 32-6002, *Family Housing Management*, each AF Form 332 will be coordinated with 375 CES/CEFP prior to approval.
 - 23.3. DD Forms 1391, **Military Construction Project Data**, will be reviewed by the Base Fire Chief or by 375 CES/CEFP prior to submittal to headquarters.
 - 23.3.1. The Programming Flight, 375 CES/CEP, will ensure DD Form 1391 is routed through the Base Fire Department.
 - 23.3.2. All such projects will comply with the requirements of new construction.
 - 23.4. The Engineering Flight Chief, 375 CES/CEC, is responsible for making sure compliant fire protection features are incorporated into each project. The Engineering Fight Element manages fire protection engineering requirements as prescribed by MIL-HDBK 1008C. The Base Fire Chief provides consultation and design recommendations regarding fire fighting operational requirements. The Base Fire Chief is not responsible for system design; however, he/she coordinates on design drawings to signify review and that fire fighting operational recommendations are incorporated. This coordination does not indicate fire protection engineering design acceptance. Factors that must be considered are listed in MIL-HDBK 1008C, NFPA standards, and Uniform Building Code.
 - 23.4.1. Early coordination with fire protection personnel is essential and should take place at the 35, 65, 90, and 100-percent stages of design to avoid costly engineering changes later.
 - 23.4.2. Each contract must include a specific section on fire protection.
 - 23.5. The Base Fire Chief or 375 CES/CEFP personnel will attend all predesign, preconstruction, and preperformance conferences.
 - 23.5.1. 375 CES/CEC will provide appropriate drawings and specifications at the predesign conference.
 - 23.5.2. The contractor will be briefed on fire protection requirements at all preconstruction/preperformance conferences; he/she will be given a pamphlet outlining these responsibilities.
 - 23.6. Fire inspections of construction projects are conducted periodically to ensure proper fire safety procedures are followed to safeguard personnel and government property.
 - 23.6.1. Unannounced fire inspections may be performed.
 - 23.6.2. The CE contract inspector will always accompany the fire inspector.
 - 23.6.3. The CE contract inspector will relay any noted deficiencies or hazards to the Contracting Officer.

- 23.6.4. The Contracting Officer will contact the contractor for correction of the deficiencies or hazards.
- **24. New Construction.** Fire protection of new construction will comply with MIL-HDBK 1008C and specific fire protection requirements related to the particular project.
 - 24.1. 375 CES/CEFP will attend all acceptance inspections.
 - 24.2. Base Fire Department personnel will assist the 375 CES technicians in performing operational and functional testing of all fire protection systems/features prior to final acceptance; testing of fire protection systems will comply with appropriate NFPA guidelines.
- **25.** Base Facilities Board and Working Groups. The Base Fire Chief is invited to all base facility boards and working group meetings.
 - 25.1. 375 CES/CEP will provide advance notification of all meetings to the Base Fire Chief.
 - 25.2. The Base Fire Chief or 375 CES/CEFP personnel will assess fire safety features before changes in occupancy.

Section I—Special Fire Protection Requirements

26. Storage of Smokeless Powder and Ammunition Primers.

- 26.1. Prior approval from 375 SFS/SFO, 375 CES/CEFP, and 375 AW/SEG is required on the following. When approved, individuals storing materials will provide a sketch of the quarters indicating the exact location and amount of materials to the Base Fire Department IAW AFMAN 91-201, *Explosives Safety Standards*.
 - 26.1.1. Up to 1,000 small arms ammunition primers may be stored in military family housing quarters in the original shipping containers approved by the Department of Transportation.
 - 26.1.2. Up to 10 pounds of smokeless powder may be stored in military family housing quarters in wooden boxes or cabinets that consist of walls at least 1-inch thick.
 - 26.1.3. Storage of small arms primers and smokeless powder must be away from heat sources and out of reach of children.

27. Christmas, Seasonal Activities, and Organizational Functions.

- 27.1. Combustible decorations are prohibited, except for those permitted below.
- 27.2. Only fire-resistant materials will be used and subject to a field burn test by 375 CES/CEFP.
- 27.3. Only artificial Christmas trees and flame-retardant decorations will be permitted in public assembly (includes dormitories, clubs, offices, dining halls, religious facilities, TLFs, TLQs, and BOQs).
- 27.4. Utilize only nonheat-producing lights for decorations.
- 27.5. Natural Christmas trees may be used in family housing:
 - 27.5.1. Trees must remain in a stand supplied with plenty of water.
 - 27.5.2. Never attempt to make a natural Christmas tree fire resistant.

- 27.6. Artificial aluminum trees are conductors of electricity; therefore, the use of decorating lights is prohibited.
- 27.7. Christmas trees, lights, or decorations will be removed immediately if they are declared a fire hazard by 375 CES/CEFP.
- 27.8. All seasonal decorations will be removed by the end of the week following the holiday.

28. Space Heaters and Small Appliances:

- 28.1. Use of small appliances for food warming inside a facility is authorized under the following conditions:
 - 28.1.1. All appliances must be in good repair and approved by UL- or FM-testing agencies.
 - 28.1.2. Temperature settings on appliances must not exceed 200 degrees F.
 - 28.1.3. Appliances must not be left unattended.
 - 28.1.4. Using small appliances to cook with grease or oil in facilities without approved cooking areas is not authorized.
- 28.2. The use of kerosene heaters is prohibited on this installation without specific approval from 375 CES/CEFP.
 - 28.2.1. Electric space heaters shall be UL- or FM-listed; equipped with a safety tip-over switch; and be unplugged when unattended or not in use.
 - 28.2.2. Electric heaters should be plugged into a dedicated circuit and will not be used in systems furniture, unless the appropriate 375 CES shop has certified that wiring is rated accurately for using the heater.
 - 28.2.3. Electric space heaters shall not be used in the following areas:
 - 28.2.3.1. Fuel labs and fuel cell maintenance areas.
 - 28.2.3.2. Flammable and combustible storage areas.

29. Hazardous Materials and Special Processes.

- 29.1. Flammable and combustible liquids will be used, stored, and dispensed IAW AFOSHSTD 91-43 and NFPA standards.
- 29.2. Storage and handling of munitions will be IAW AFMAN 91-201.
- 29.3. Movement of munitions will be IAW SAFBI 91-201, Weapons/Explosives Safety Program Management.
- 29.4. Storage and handling of hazardous chemicals will be IAW Department of Transportation guidelines; NFPA Guide on Hazardous Materials, Bureau of Explosives Emergency Handling of Hazardous Materials, and other related publications.
- 29.5. Storage and handling of compressed flammable gases and oxygen will be IAW NFPA Standards 50, 51, and 52.
- 29.6. Welding, cutting, and brazing will be IAW AFI 91-301 and AFOSHSTD 91-5.

- 29.7. Storage and handling of hydrocarbon fuels will be IAW AFOSHTD 91-38, *Hydrocarbon Fuels--General*.
- 29.8. Any hazardous material, flammable or combustible liquid spill, regardless of size, must be reported to the Base Fire Department immediately.

Section J—General Fire Protection Requirements

30. Smoking Materials and Control of Smoking:

- 30.1. AFI 40-102, *Tobacco Use in the Air Force*, establishes procedures to control smoking in AF-occupied buildings and facilities.
- 30.2. Smoking is prohibited in the following areas:
 - 30.2.1. In any facility, unless specific approval is granted by 375 AW/CC (Ref: AFI 40-102). All designated smoking areas must be coordinated with Wing Safety and the Base Fire Department prior to unit and base commander's approval.
 - 30.2.2. In all petroleum, oil, and lubricants (POL) tank farms and POL vehicle parking areas.
 - 30.2.3. Within 50 feet of any aircraft.
 - 30.2.4. Within 300 feet of any fuel spill.
 - 30.2.5. Inside any government vehicle (Ref: AFI 40-102).
 - 30.2.6. Inside conventional weapons storage areas.
 - 30.2.7. Within 25 feet of a fueling operation involving small equipment.
- 30.3. The following action shall be taken in areas authorized for smoking:
 - 30.3.1. Provide a butt can for proper disposal of smoking material.
 - 30.3.2. Make sure the smoking area is properly identified.
- 30.4. Dispose of smoking material in proper containers. When containers are to be emptied, the material must be saturated with water prior to disposal in any other trash container.
- **31. Operation and Storage of Fueled Equipment.** Fueled equipment applies to all equipment and vehicles equipped with a fuel tank, to include lawn mowers, weed eaters, snowblowers, tractors, trucks, cars, boat motors, power carts, tugs, and forklifts.
 - 31.1. Lawn mowers, weed eaters, snowblowers, and other small gasoline engine equipment cannot be kept in any facility that is not designated for that specific purpose. Request for inside storage of small gasoline-fueled equipment must be routed through 375 CES/CEFP and 375 AW/SEG. IN TURN.
 - 31.2. The AAFES Services and Repair Garages will conform to the requirements of the NFPA Standard 30A.
 - 31.3. Host, tenant, and AF-vehicle service and repair garages will conform to the requirements of the NFPA Standard 30A with the following exceptions:

- 31.3.1. In Aerospace Ground Equipment facilities, equipment maintenance will be restricted to the service area only. During the winter months, "ready line" equipment may be parked inside pending dispatch.
- 31.3.2. During winter months, mission-essential vehicles, such as demineralized water, aircraft deicer, environmental fluid trucks and tugs, may be parked inside a hangar. Snow removal, sewer equipment, and line vehicles for stand-by craftsmen may also be parked inside. Approval from 375 CES/CEFP is required annually by October of each year.
- 31.3.3. Fuel-operated forklifts may be operated in warehouses and must be removed to the outside when not in use. When inclement weather is predicted that requires inside storage of these vehicles, approval from 375 CES/CEFP and 375 AW/SEG must be obtained.
- **32.** Compatibility of Security and Life Safety. Personnel concerned with security of areas or facilities must take the action necessary to ensure occupants have clear access to an exit. Consultation with fire prevention personnel can usually prevent these problems from occurring. Life safety requirements are almost always compatible with security requirements. Keep in mind, security requirements are based on keeping people out, while life safety requirements are based on getting people out.

33. Exits.

- 33.1. All components, capacities, numbers, arrangements, discharges, illuminations, and markings for means of egress shall be IAW NFPA Standard 101, Chapter 7, *Life Safety Code*.
- 33.2. Special provisions for means of egress components in particular occupancies shall be IAW NFPA Standard 101, Chapters 11 through 42.
- 33.3. Special NFPA Standard 101 requirements for business, mercantile, and storage occupancies are as follows:
 - 33.3.1. Aisles in current business occupancies will be at least 36 inches wide.
 - 33.3.2. Main corridors in current business occupancies will be a minimum of 36 inches wide.
 - 33.3.3. Exits in current business occupancies will be a minimum of 36 inches wide. NFPA Standard 101, Chapter 39, states the number of exits required.
 - 33.3.4. Aisles in new business occupancies will be a minimum of 36 inches wide.
 - 33.3.5. Main corridors in new business occupancies will be a minimum of 44 inches wide.
 - 33.3.6. Dead-end corridors will not exceed 50 feet. (NFPA Standard 101)
 - 33.3.7. Exits in new business occupancies will be a minimum of 44 inches wide. NFPA Standard 101, Chapter 38, states the number of exits required.
 - 33.3.8. Dead-end corridors will not exceed 20 feet unless protected by a sprinkler system; if protected, dead-end corridors shall not exceed 50 feet. (NFPA Standard 101)
 - 33.3.9. At least one main aisle in the current mercantile occupancies will be a minimum of 5 feet wide leading to a main exit.
 - 33.3.10. Sales aisles in existing mercantile occupancies will be a minimum of 36 inches wide.
 - 33.3.11. Aisles in existing mercantile storerooms will be a minimum of 44 inches wide.

- 33.3.12. Main exits in existing mercantile occupancies will be a minimum of 5 feet wide. A minimum of four main exits is required.
- 33.3.13. Exit requirements for new mercantile occupancies will be IAW NFPA Standard 101, Chapter 36.
- 33.3.14. All service and main aisles in storage occupancies will be a minimum of 44 inches wide.
- 33.3.15. Exit requirements for storage occupancies are outlined in NFPA Standard 101, Chapter 42.

34. Fire Extinguishers.

- 34.1. General requirements for selection, distribution, care, and maintenance of portable fire extinguishers will be IAW NFPA Standard 10, and AFOSH Standard 91-56, *Fire Protection and Prevention*.
 - 34.1.1. 375 CES/CEFP personnel will determine the type, location, and size according to these requirements.
 - 34.1.2. Flight line, wheeled-type fire extinguishers, will be distributed according to T.O. 00-25-172, *Ground Servicing of Aircraft and Static Grounding/Bonding (ATOS)*.
 - 34.1.3. Extinguisher selection for locations with explosives will be IAW AFMAN 91-201.
- 34.2. Extinguishers installed in work places will be inspected monthly by supervisors in charge of that section. Extinguishers that are low on pressure or otherwise appear to be in need of repair must be brought to the Base Fire Department during normal duty hours for repair or replacement. It is the responsibility of the facility manager to take the fire extinguisher to the Base Fire Department. Facility managers are responsible for updating the record of monthly inspections on each fire extinguisher including the date of inspection and initials of the person performing inspection.
- 34.3. Wheeled-type fire extinguishers will be inspected for serviceability prior to use by flight-line personnel and documented. 375 CES/CEFP personnel will perform semiannual inspections and repair or replace as needed.
 - 34.3.1. Flight-line personnel are responsible for transporting wheeled-type fire extinguishers to and from the ready line to locations where they are required. These extinguishers are to be towed at no more than 5 miles per hour.
 - 34.3.2. Other than the 375 CES/CEFP semiannual inspections, flight-line personnel are responsible for transporting wheeled-type fire extinguishers to and from the ready line when repair or servicing is required.
- 34.4. All hand-held portable fire extinguishers will be hung at least 4 inches above the floor. (NFPA Standard 10)
 - 34.4.1. Extinguishers under 40 pounds are hung no more than 5 feet from the floor to the top of the extinguisher. (NFPA Standard 10)
 - 34.4.2. Hand-held extinguishers that weigh 40 pounds or more must not be hung higher than 42 inches from the floor to the top of the extinguisher. (NFPA Standard 10)
- 34.5. The location of fire extinguishers may not be changed without the written approval of 375 CES/CEFP.

- 34.6. Any person who damages a fire extinguisher through misuse, negligence, or causes an extinguisher to require reservicing without just cause is subject to disciplinary action. Fire extinguishers are only removed from their location for extinguishing a fire or for servicing/ replacement.
- 34.7. A clear and unobstructed path to each fire extinguisher is required at all times.
- 34.8. Fire extinguishers are managed by 375 CES/CEFP. Coordinate all requisitions through this office for validation.
- **35.** Electrical Requirements. Qualified electricians or contractors will accomplish all the installation, alteration, or extension of electrical wiring and appliances installed in real property facilities under 375 CES control.
 - 35.1. All electrical installation, alteration, or upgrade will meet the current requirements of NFPA Standard 70, National Electric Code.
 - 35.2. General Requirements:
 - 35.2.1. Temporary wiring (i.e., extension cords) will not be used in place of a permanent wiring requirement.
 - 35.2.2. Visual inspection of all electrical equipment and facilities will be conducted daily by using personnel to find and correct hazards. Faulty wiring and other hazards will be called in immediately to the 375 CES Service Call Desk, 256-2202.
 - 35.2.3. Wiring will not be left exposed, but protected by conduit or other suitable means.
 - 35.2.4. All switches, receptacles, junction boxes, and circuit breakers that are energized will be covered with suitable plate covers at all times.
 - 35.2.5. Loading electrical circuits beyond rated capacities are prohibited.
 - 35.2.6. All electrical circuits will be protected by circuit breakers.
 - 35.2.7. Breaker switches will not be tied or taped in the "on" position.
 - 35.2.8. Materials will not be placed or stored within 36 inches of any electrical control box, circuit breaker panels, electric motors, or light fixtures. **EXCEPTION:** In office areas, wall pictures may be placed to conceal unsightly breaker panels.
 - 35.2.9. If not needed, electrical devices will be turned off at the close of each business day.
 - 35.2.10. Wiring in systems furniture is designed to provide power to office equipment (i.e., personal computers and their support equipment). They are not designed to provide power to refrigerators and microwave ovens. These items shall not be used in systems furniture without the certification of the 375 CES Electrical Shop.
 - 35.2.11. Multiple-type outlets are prohibited unless they have a built-in fuse or breaker.
 - 35.2.12. Electrical timers are prohibited as a means of starting an appliance. Devices designed to turn off appliances are authorized.
 - 35.2.13. Only UL- or FM-listed type extension cords will be used to provide power to portable appliances, tools, and specific equipment not normally used at one specific location.
 - 35.2.13.1. The cord must be of the appropriate size for the appliance.

- 35.2.13.2. Only one appliance may be plugged into any extension cord. **EXCEPTION:** Extension cords that have multiple outlets that are fused or have a breaker installed may have more than one appliance plugged in.
- 35.2.13.3. Extension or flexible cords will not be run through holes in walls, ceilings, floors, doorways, windows, or similar openings.
- 35.2.13.4. Cords will not be concealed behind walls, ceilings, floors, carpets, or rugs.
- 35.2.13.5. Cords will be of continuous lengths and will not be spliced, taped, or run in series together.
- 35.2.14. Coffeepots are permitted in all areas except hazardous-process areas; they must be kept on a noncombustible surface; timers are prohibited on coffeepots.
- 35.3. Electrical installation, alteration, or upgrade in Class 1, 2, or 3 hazardous-process areas will be accomplished IAW NFPA Standard 70 and 497.
- **36. Public Assembly Facilities.** A public assembly facility is a theater, open mess/club, golf course clubhouse, recreation center, bowling center, cafeteria, snack bar, library, child-care center, arts and crafts center, gym/fitness center, or any AAFES retail sales facility.
 - 36.1. The closing of a public assembly facility must be accomplished by the facility manager or an assistant who has been trained on proper closing procedures. Closing requirements are as follows:
 - 36.1.1. All trash must be removed from the facility daily.
 - 36.1.2. All ashtrays must be emptied into butt cans. Tobacco butts may be left in butt cans; however, smoking materials must be saturated with water and disposed of when the butt can exceeds one-third of its capacity.
 - 36.1.3. Ensure all nonessential electrical appliances are unplugged.
 - 36.1.4. If commercial cooking equipment is installed, all grease filters and exposed surfaces of kitchen hoods must be cleaned daily. The cleaning must be documented daily on a Range Hood and Duct Cleaning Record and affixed to each hood exhaust system. **NOTE:** Hood and exhaust systems serving kitchen equipment must be cleaned at least every 6 months, more frequently if necessary, to prevent accumulation of grease in out-of-reach places. The cleaning must be coordinated and conducted under the supervision of 375 CES/CEFP personnel. The facility manager must maintain a record of the cleanings to ensure the facility does not exceed the cleaning cycle that has been established for the facility.
 - 36.1.5. Ensure all commercial cooking equipment, including deep fat fryers, stoves, ovens, grills, warmers, etc., are turned off.
 - 36.2. Managers of public assembly facilities must establish procedures to make sure the facility is maintained in a fire-safe condition during occupancy and after closing. Special emphasis should be placed on:
 - 36.2.1. Maintaining aisles, corridors, exits, exit accesses, and exit discharges so they are clear and unobstructed at all times.
 - 36.2.2. Occupant Load. 375 CES/CEFP personnel will assist you in determining the exact number of occupants your facility will hold safely to prevent overcrowding.

- 36.2.3. Keeping exit and emergency lighting operational at all times.
- 36.2.4. Notify 375 CES/CEFP personnel before altering facility for any special events; prior approval by 375 CES/CEFP is required to ensure fire safe event.
- 36.2.5. Establish/maintain a safety file. This file will include a record of the following:
 - 36.2.5.1. Initial fire safety orientation for new employees.
 - 36.2.5.2. Initial fire evacuation drill for new employees.
 - 36.2.5.3. Letters of appointment for alternates that have been trained to conduct closing inspections.
 - 36.2.5.4. Record of contractor hood and duct cleaning.
 - 36.2.5.5. Record of quarterly fire drills.
 - 36.2.5.6. Record of fire prevention visits, including copies of any noted deficiencies or hazards that were identified.
 - 36.2.5.7. Record of employees' recurring fire safety training.
 - 36.2.5.8. Record of annual deep-fat fryer calibration.
 - 36.2.5.9. Record of exhaust hood dry-chemical extinguishing system servicing.
- 36.3. Random, no-notice facility inspections will be conducted by qualified fire prevention/protection specialists after the close of business. Hazards or deficiencies will be recorded using the same procedures that are applicable to other fire inspections.
- 37. IMTs/Forms Adopted. AF Form 3, Hazard Abatement Plan, AF Form 55, Employee Safety and Health Record, AF Form 333, Base Civil Engineer Work Requests, AF Form 592, USAF Welding, Cutting, and Brazing Permit, and AF Form 1487, Fire Prevention Visit Report.

JOAN M. CUNNINGHAM, Colonel, USAF Commander

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFI 32-2001, The Fire Protection Operations & Fire Prevention Program

AFI 32-6002, Family Housing Management

AFI 40-102, Tobacco Use in the Air Force

AFI 91-301, Air Force Occupational and Environmental Safety, Fire Protection, and Health (AFOSH) Standards

AFMAN 91-201, Explosives Safety Standards

AFOSHSTD 91-5, Welding, Cutting, and Brazing

AFOSHSTD 91-38, Hydrocarbon Fuels-General

AFOSHSTD 91-43, Flammable and Combustible Liquids

AFOSHSTD 91-56, Fire Protection and Prevention

AFOSHSTD 91-300, Food Service Operations

MIL-HDBK 1008C, Air Force Design Manual- Criteria and Standards for Air Force Construction

NFPA 10, Portable Fire Extinguishers

NFPA 30A, Motor Fuel Dispensing Facilities

NFPA 50, Storage and Handling of Compressed Flammable Gases

NFPA 51, Design and Installation of Oxygen Fuel Gas Systems for Welding, Cutting, Other Hot Work

NFPA 52, Compressed Natural Gas (CNG) Vehicular Fuel System

NFPA 70, National Electric Code

NFPA 101, Safety to Life From Fire in Buildings and Structures

NFPA 497, Classification of Flammable Liquids, Gases, or Vapors and of Hazardous (Classified) Locations for Electrical Installations in Chemical Process Areas

T.O. 00-25-172, Ground Servicing of Aircraft and Static Grounding/Bonding (ATOS)

SAFBI 91-201, Weapons/Explosives Safety Program Management

Abbreviations and Acronyms

AAFES—Army, Air Force Exchange Service

AF—Air Force

AFB—Air Force Base

AFI—Air Force Instruction

AFMAN—Air Force Manual

AFOSH—Air Force Occupational Safety and Health

AFOSHSTD—Air Force Occupational Safety and Health Standard

AMC—Air Mobility Command

AW-Airlift Wing

BOQ—Bachelor Officer Quarters

CE—Civil Engineer

CES—Civil Engineer Squadron

DD—Department of Defense

FAMCAMP—Family Campground

FM—Factory Mutual

IAW—In accordance with

LSC—Life Safety Code

MIL-HDBK—Military Handbook

NFPA—National Fire Protection Association

POL—Petroleum, Oil, and Lubricants

RAC—Risk Assessment Code

SAFBI—Scott Air Force Base Instruction

SFS—Security Forces Squadron

SPTG—Support Group

TLF—Temporary Living Facility

TLQ—Temporary Living Quarters

T.O.—Technical Order

UBC—Uniform Building Code

UL—Underwriters Laboratories